



MINUTES

Public Records Board
Operations and Training Advisory Committee
April 24, 2017
2:00-3:30 p.m.
Department of Administration
101 E. Wilson Street, Madison – St. Croix Conference Room

Committee Members Present: Sandra Broady-Rudd, Andrew Baraniak, Linda Barth, Dawn Bluma, Sarah Guenther, Dawn Oashgar and Joshua Ranger

- 1) **Call to Order:** 2:00 p.m. Chair Broady-Rudd called the meeting to order. The Committee members met via telephone conference call and the Executive Secretary set up a conference telephone in the St. Croix Conference Room at the Department of Administration Building for the public to attend.
- 2) **Approval of March 13, 2017 Minutes:** Mr. Ranger moved, seconded by Ms. Guenther, that the minutes of the March 13, 2017 be approved. The motion was approved.
- 3) **Briefing on the 2017 State and Local Government Records Management Conference:** Abbie Norderhaug, Assistant State Archivist, Wisconsin Historical Society, provided information on the keynote speakers, describing their backgrounds and the focus of their presentations. Kathleen Roe, Retired Director of Archives and Records Management Operations at the New York State Archives will start the day to inspire the conferees about their records management duties and responsibilities. Megan Phillips, NARA External Affairs Liaison, is the luncheon speaker and will speak on sound records management and the impact on historically significant records. Brad Houston, recently moved from his position as a Records Officers at UWM to the City of Milwaukee, will provide workshops on electronic records management.

Diane Griffin, DOA Enterprise Records Officer, walked the Committee through the agenda for the day-long conference on October 19, 2017. She explained that there will be two tracks. One track will teach the basics of government records management and include members of the Public Records Board on panels. The other track is electronic records management including the current state of government electronic records, how to get buy-in from management to implement an electronic records management program and how to set up an electronic records management program.

Chair Broady-Rudd suggested that Records Officers from other agencies should be involved on the panels. Ms. Bluma said that records management can get technical and tedious so the conference workgroup should also look at ways to make it a little lighter and more fun.

- 4) Meeting Times:** The Committee members discussed how holding the OTAC meetings the morning of the PRB meetings made it difficult to prepare issues and documents for the Board's consideration without waiting for three months until the next Board meeting.

The Committee decided that the timing would be better if OTAC changes its meetings to the Tuesday before the Records Management Committee meetings. The Committee members also said that mornings are better than afternoons. Linda said she would send out dates to the Committee members.

- 5) Adjourn.** The Committee adjourned at 2:39 p.m.